

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

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NOTICE

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HIGHER STANDARDS FOR THE SUGGESTION AWARDS PROGRAM

1. New Civil Service Commission Regulations, effective 1 July 1961, announce three major changes in the Government-wide Incentive Awards Program.

Higher Standards for Cash Awards Improved Awards Scale, and Improved Administration

These changes are designed to make the program more responsive to management needs and objectives, to enhance the efficiency and economy of government operations, to eliminate trivial proposals, and to allow for more conscientious consideration of the significant contributions.

HIGHER STANDARDS FOR CASH AWARDS: To be eligible for a cash award, a suggestion must result in tangible benefits of at least \$50. If a suggestion produces intangible benefits, its value must approximate \$50. worth of measurable benefits. Continuing Agency policy, an employee contribution which does not merit a cash award may be recognized by a Certificate.

IMPROVED AWARDS SCALE: To focus attention on the importance of worthwhile suggestions with appreciable tangible benefits, the improved awards scale provides for payment of five per cent of the tangible savings up to the level of \$10,000. (one-half of one per cent from \$10,001. to \$100,000). Such savings are the estimated net monetary benefits for the first full year of operation following adoption. For example:

Measurable Benefits For Net First Year Savings	Award
\$ 2,000.00	New \$100.00 Old \$ 75.00
4,000.00	200.00 125.00
8,000.00	400.00 225.00
10,000.00	500.00 275.00

Concurrently, the minimum cash award for suggestions which meet the new standards has been increased to \$15.

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IMPROVED ADMINISTRATION: This Agency's Suggestion Awards Committee has already established the standards recommended, which accounts for the increased adoption rate since 1957 (from eleven per cent to twenty-four per cent). Specifically, this Agency continues to define an **ELIGIBLE** suggestion as a constructive idea leading to the improvement of methods, equipment or procedures, which will reduce time or cost of operations or which will make working conditions significantly better or safer. An **INELIGIBLE** suggestion is a proposal which calls attention to a need for routine maintenance or repair, a problem which offers no specific solution, a request for supplies or equipment, a proposal for minor improvement in working conditions, which could have been corrected through normal administrative channels, or an idea which has, as a matter of record, been previously considered. Further, in accordance with Agency policy, and now recommended by the Civil Service Commission, a proposal will not be evaluated if it is obvious that the potential benefits, if adopted would not be sufficient to offset the cost of processing.

2. President Kennedy, in discussing the Incentive Awards Program recently, stated that, "Today we move along the knife-edged path which requires a Government Service more highly skilled than ever before". In this Agency the Incentive Awards Program emphasizes and encourages the free flow of ideas, recognizes skill and initiative, and stresses the need for operational and procedural improvements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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